

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 ACCOUNTING AND APPROPRIATION DATA.

A. The following accounting and appropriation data is applicable for the guaranteed minimum: See Standard Form 26, Block 14.

B. The applicable accounting and appropriation data beyond award will be cited on individual task orders placed under this contract.

G.2 PREPARATION OF VOUCHERS.

A. General.

(1) SF 1034, Public Voucher for Purchases and Services Other than Personal (See Section J, Attachment 2) shall be prepared and submitted for payments under this contract.

(2) Pursuant to DFARS 242.803(b), the provisions of FAR 42.7 and 42.8, responsibility for cost administration of this contract for cost-reimbursable task orders and T&M task orders which include Other Direct Costs (ODCs) is assigned to the cognizant Defense Contract Audit Agency (DCAA) as follows:

Defense Contract Audit Agency (DCAA)
DCAA Mid-Atlantic Region
Reston Branch Office, Reston/Herndon Center
Attn: Ann Fellows
171 Elden Street, Suite 300
Herndon, VA 22070-4810

If DCAA authorizes the contractor to submit vouchers directly to the paying office, then a copy of the authorization and the voucher shall be submitted directly to the paying office specified in Paragraph A(4) below for all task order types.

(3) To ensure timely processing of Contractor's payment, T&M vouchers which include ODCs and cost-reimbursable vouchers shall be forwarded in an original and three copies simultaneously as follows:

(a) Original to the cognizant Defense Contract Audit Agency (DCAA) Auditor (for administrative review, provisional approval and forwarding to the Finance Office listed in (4) below),

(b) The Finance Office listed in (4) below,

(c) The task monitor listed on the awarded task order (address will be shown on the task order).

(4) To ensure timely processing of Contractor's invoices, FFP vouchers and T&M vouchers for labor only do not have to be submitted through DCAA. FFP vouchers shall be forwarded simultaneously to the:

(a) Finance Office at the following address for payment:

DITCO DTC4/FMO
2300 East Drive
Scott AFB, IL 62225-5406

(b) The Task Monitor listed on the awarded task order (address will be shown on the task order).

(5) All vouchers submitted to the Government shall delineate cost by:

(a) Contract number,
(b) Task order number,
(c) Corresponding accounting and appropriation data,
and

(d) Contract Line Item Number (CLIN)
(e) Any additional information required by specific payment clauses.

(6) The Task Monitor will forward a copy of the certified voucher to the DITCO Financial Management Services Division (DTC4) at meyerm@scott.disa.mil **within five days of invoice receipt**. If acceptance/rejection is not received from the TM within 7 calendar days, TM acceptance is assumed and the invoice will be processed for payment. The TM shall contact the contractor directly to obtain additional invoice copies when original invoices were not received by the TM.

B. Billing Instructions.

(1) T&M vouchers and required support documentation/justifications shall be submitted pursuant to FAR 52.232-7, except the withholding of 5%. For the purpose of this contract the 5% withholding is waived. See Section I, Clause 52.232-7. "Payments under Time-and-Materials and Labor Hours Contracts."

(2) Cost-Reimbursable vouchers shall be submitted pursuant to FAR 52.216-7 and must specify as a minimum, the following information for the billing period:

(a) The total price for the current billing period and the cumulative amount billed for the current fiscal year. The current price and total cumulative price will be shown by CLIN/SLIN.

(b) Supporting documentation shall be provided by CLIN for any amount invoiced against the cost reimbursable, i.e., travel/per diem, material CLIN. Documentation to be provided with each applicable voucher shall include, but be limited to: travel CLIN; travel breakout; including itinerary, dates of travel, number and category of employees traveling, travel and per diem costs. Supporting documentation shall be provided for all cost associated with the material CLIN.

(c) Within 90 days after the end of each of its fiscal years for estimating, accumulating, and reporting task order costs, the contractor shall submit a proposed final indirect submission pursuant to FAR 52.216-7d(2)).

(d) Completion Voucher.

1. The completion voucher is the last voucher to be submitted on a task order.

2. FAR 52.216-7(h) requires the contractor to submit the completion voucher following completion of the work under the contract task order. However, prior to submitting the completion voucher, DCAA must have completed an audit of the contractor's incurred costs relating to the contract task order.

G.3 CONTRACT MANAGEMENT.

Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the contractor. The following individuals will be the Government points of contact during the performance of the contract:

A. Contracting Officer (KO). All contract administration will be effected by the KO. Communications pertaining to contractual administrative matters will be addressed to the Contracting Officer. The Contracting Officer is the only person authorized to approve changes in any of the requirements under this contract, and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. No changes in or deviation from the scope of work shall be effected without a written modification to the contract executed by the Contracting Officer authorizing such changes. Should the Contracting Officer designate individuals to act as the Contracting Officer's Representative or Task Monitor under any resultant contract/task order, such representative will be designated by letter of appointment from the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract or task order.

B. Task Monitor(TM).

(1) The TM will be designated on authority of the Contracting Officer with a task order award to monitor and coordinate all technical aspects and assist in the administration of an individual task orders.

(2) All contacts with all agencies of the Government and interfacing with other contractors required in the performance of this contract will be accomplished only through the direction and with the coordination of the TM. The Contractor will receive copies of the contract and designation letters stating the responsibilities and limitations of the TM.

C. Technical Coordination.

(1) Performance of work under this contract shall be in compliance with the statement of work and any approved task orders.

(2) All technical coordination shall be within the scope of the contract and the task order. No oral statements of any person whosoever will in any manner or degree modify or otherwise affect the terms of this contract. Technical coordination shall not result in any action that:

(a) Constitutes an assignment of additional work outside the SOW or the task order.

(b) Constitutes a change as defined in the contract clause entitled, "Changes" for Time-and-Materials, Firm Fixed Price or Cost Reimbursement contracts.

(c) Causes an increase in the total contract ceiling, task order price, or the time required for contract or task order performance.

(d) Changes in any of the expressed terms, conditions or specifications of the contract or task order.

(e) Interfere with the Contractor's right to perform the terms and conditions of the contract.

G.4 TASK ORDER PROCEDURES.

A. One or more task orders (TOs) may be issued during the performance period of this contract. In accordance with the Federal Acquisition Streamlining Act (FASA) and FAR 16.505(b), the Contracting Officer (KO) will give all awardees a "fair opportunity" to be considered for each order in excess of \$2,500 unless one of the conditions in paragraph B below applies.

B. Exceptions to Fair Opportunity Consideration. Awardees will not be given a fair opportunity to be considered for requirements which are expected to exceed \$2,500 when the Contracting Officer determines one of the following conditions apply:

(1) The agency need for such services is of such urgency that providing such opportunity would result in unacceptable delays;

(2) Only one such awardee is capable of providing such services required at the level of quality required because the services ordered are unique or highly specialized;

(3) The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a task order already issued under this contract, provided that all multi-awardees were given fair opportunity to be considered for the original order; or

(4) It is necessary to place an order to satisfy a minimum guarantee.

C. Selection Criteria for Awarding Task Order.

The Government will evaluate the proposals against selection criteria. The Government's award decision will be based, as a minimum, on a selection criteria which addresses past performance, technical/management approach and price/cost. Evaluation of past performance will be based on each awardee's original and BAFO proposal's past performance data as supplemented by the Government and contractor during the life of the contract. As work proceeds under this contract, it is probable that the past performance data submitted with the original contract proposal will be disregarded for current performance reports received on task orders performed under this contract. In addition, individual task order selection criteria may include other factor(s) relevant to the particular task order. The order of importance for the factors will be identified on each individual requirement.

D. Proposal Process.

(1) The KO will issue a TO proposal request to all contractors. If a Fair Opportunity Exception applies, the TO proposal request will be issued to one contractor. The TO proposal request will include a due date for proposal submission and a statement of work (SOW) which includes a detailed description of work to be accomplished, a listing of the deliverables required, and additional data as appropriate. The TO proposal request will also include specific instructions for the submission of proposals, the selection criteria factors, the factors' order of importance and other information deemed appropriate.

(2) Awardees will generally be allowed 5 working days to prepare and submit proposals. However, more or less time may be necessary based on the requirements. The due date shall be set forth in each TO proposal request. If an awardee is unable to perform a requirement, the awardee may "NO BID" the TO proposal request. All "NO BIDS" shall include a brief statement as to why the awardee is unable to perform (i.e., Conflict of Interest).

(3) Technical Proposals shall address, as a minimum:

- Technical Approach
- Key Personnel
- Quantities/hours of personnel by labor categories

- Other Direct Costs (ODCs)
- Risks
- Period of Performance
- GFP/GFE/GFI
- Security (including clearance level)
- Teaming Arrangement to include subcontracting
- Certification Statement (See H.21)

The technical proposal information will be streamlined, e.g., the Government anticipates proposals consisting of 10 pages stating compliance or exception to TO requirements, risks, assumptions, and conflict of interest issues. Proposals shall not merely restate TO SOW requirements.

(4) Cost Proposals. This area of the proposal shall include detailed cost/price amounts of all resources required to accomplish the task, (i.e. man-hours, equipment, travel, etc.). As a minimum, the following data will be provided:

(a) Time-and-Materials (T&M)/Firm Fixed Price (FFP). Identify labor categories in accordance with the Section B Labor Rate Tables and the number of hours required for performance of the task. Unsanitized cost proposals are complete cost proposals which include all required information. The offeror must provide unsanitized (with complete prices) cost proposals which include the identification and rationale for all non-labor, and ODC cost elements and identify any Government Furnished Property (GFP) and/or Government Furnished Information (GFI) required for task performance. See Section H.

(b) Cost-Reimbursable. The awardee shall provide an original unsanitized cost proposal to the KO with copies of sanitized cost proposals only submitted simultaneously to the Task Monitor. Sanitized cost proposals shall exclude all proprietary data, but must include the total labor amount and cost breakout of all ODCs. Cost-Reimbursable cost proposals must include, as a minimum, a complete Work Breakdown Structure (WBS), with labor categories and hours, which coincide with the detailed technical approach; development of loaded labor rates (breakout base rate and all indirect rates applied); estimated costs and indirect rates for ODCs (supplies, equipment, travel, etc.); and a SF 1448, (Proposal Cover Sheet (Cost or Pricing Data Not Required)) a SF 1411, (Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required)), or equivalent, as applicable or as requested by the KO.

(c) Other Relevant Information. This information shall always be in writing and shall address other relevant information as required by the contract or requested by the TO proposal request. For example, in accordance with Section H Clause entitled, Conflict of Interest.

(5) The proposals will be evaluated in accordance with selection criteria set forth in the TO proposal request. If necessary, during the evaluation of proposals the Government may contact an

awardee with questions concerning their proposal. However, such contact does not constitute discussions as defined in FAR 15.601. Upon completion of evaluations, the KO will issue a TO to the awardee whose proposal is most advantageous to the Government.

E. Unauthorized Work. The Contractor is not authorized to commence task performance prior to issuance of a signed TO or verbal approval provided by the KO to begin work.

F. Task Funding Restrictions. No unfunded tasks are allowed.

G. Changes in Time-and-Materials (T&M) Task Orders. Contractors shall provide written notification to the KO and TM prior to adding any new labor category (i.e., a category on the contract but not originally proposed for this TO) to the TO for KO approval. The Contractor shall submit a revised cost proposal to show original amount/award, proposed revised amount and difference.

H. Task Order Issuance. TOs may be issued by mail or facsimile on a DD Form 1155, Order for Supplies and Services. TOs may also be issued as an Unsigned Electronic TO (ETO) via electronic commerce. It is anticipated that all TOs will be issued as ETOS via electronic commerce. Initially, ETOS will be issued via electronic mail, and subsequently via Electronic Commerce/Electronic Data Interchange (EC/EDI).

I. Ombudsman Description. In accordance with FAR 16.505(a)(7), no protest under FAR Subpart 33.1 is authorized in connection with KO decisions regarding fair opportunity or the issuance of a TO under this contract, except for a protest on the grounds that a TO increases the scope, period, or maximum value of the contract. The Deputy Director for Procurement & Logistics has been designated as the DISA Ombudsman. The DISA Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the DISA Ombudsman must be forwarded to:

Deputy Director for Procurement & Logistics
DISA, Code D4, Building T-5
701 South Courthouse Road
Arlington, VA 22204-2199

G.5 SUBMITTAL OF SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS.

Standard Form (SF) 294, "Subcontracting Reporting for Individual Contracts," and SF 295 "Summary Subcontracting Report" required in accordance with FAR 19.704(a) shall be submitted to the Contracting Officer (original and one copy) at the address in Block 5 of Standard Form 26. An additional copy shall be submitted to:

Defense Information Systems Agency
Defense Information Technology Contracting Office (DITCO)
Office of Small and Disadvantaged Business
ATTN: SADBUs Specialist
2300 East Drive
Scott AFB, IL 62225-5406

If the contractor has executed a comprehensive subcontracting plan in accordance with DFARS 219.702(a) and a copy of the approved plan has been provided to the DITCO KO, the contractor is not required to submit a SF 294. However, the requirement to submit the SF 295 remains in effect.

G.6 ELECTRONIC COMMERCE (EC).

DITCO will issue unsigned Electronic Task Orders (ETOs) and other correspondence (i.e., proposal requests, unilateral modifications, miscellaneous correspondence) to awardees via electronic mail. As the contracting agency implements Electronic Commerce/Electronic Data Interchange (EC/EDI), the contractor will be required to become a Trading Partner for all implemented transaction sets pertinent to this contract.

G.7 ASSIGNMENT OF CONTRACT ADMINISTRATION (IAW FAR 42.202).

The Contracting Officer may assign certain administration functions to the cognizant Contract Administration Office (CAO) by a specific delegating letter. All functions not specifically delegated to the CAO will be assigned to the Defense Information Technology Office (DITCO) Contracting Office (DTS6), 2300 East Drive, Scott Air Force Base, IL 62225-5406 unless otherwise prohibited by statute or regulation.

G.8 PAST PERFORMANCE EVALUATION.

A. Past performance information is relevant information, for future Task Order's source selection purposes, regarding a contractor's actions under previously awarded task orders. It includes, for example, the contractor's record of conforming to contract requirements and to standards of good workmanship; the contractor's adherence to contract schedules, including the administrative aspects of performance; the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the contractor's business-like concern for the interest of the customer.

B. Upon completion of a TO, the Task Monitor will complete a TO evaluation forwarding a copy to the KO and contractor. The contractor will be given 30 calendar days to submit comments, rebutting statements, or additional information. Comments, if any shall be retained as part of the evaluation record. These evaluations may be used to support future task order awards, and will therefore be marked "Source Selection Information." The completed evaluation shall not be released to other than Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information. The past performance

information shall not be retained for longer than three years after completion of contract or task order performance.

G.9 NOTICE OF LABOR PROVISIONS.

A. Listing of Employment Openings. Offerors should note that solicitation clauses require the listing of employment openings with the local office of the Federal-State employment service system where a contract award is for \$10,000 or more. (See clauses FAR 52.222-0035 entitled, "Affirmative Action for Handicapped Workers", Section I).

B. Information From Department of Labor.

(1) Any contract awarded as a result of this solicitation will be subject to Wage Determination Number 94-2103, Rev 8 dated 8 December 1995. A copy of the current wage determination can be found in Section J, Attachment 10.

(2) General information regarding the requirements of the Service Contract Act of 1965, FAR 52.222-41, may be obtained from the Department of Labor, Washington, DC 20310, or from any regional office of that agency. Requests for information should include the RFP number, the name and address of the issuing agency and a description of the supplies and services.

(END OF SECTION G)